



*Home of the Tualatin River National Wildlife Refuge*

# **JOB ANNOUNCEMENT 2018-007**

## **Adult Community Center Manager Marjorie Stewart Senior Community Center Part-Time (30 hours per week) / Non-Exempt / Non-Represented**

**SALARY RANGE:** \$29.37 - \$37.60 Hourly  
Plus 6% City paid PERS

**OPENS:** February 14, 2018

**CLOSES:** March 5, 2018 at 5:00pm PST

**APPLY TO:** Human Resources – City of Sherwood  
22560 SW Pine Street  
Sherwood, OR 97140  
(503) 625-4201 - Fax (503) 625-4280  
[humanresources@sherwoodoregon.gov](mailto:humanresources@sherwoodoregon.gov)

### **SUMMARY AND REQUIREMENTS**

Under the general direction of the Community Services Director, the Adult Community Center Manager develops, plans, directs, manages, supervises, promotes, and coordinates the activities and operations of the Marjorie Stewart Senior Community Center. Provides leadership and administrative oversight of adult programs, meal program, center activities, and operations. Develops cost effective fiscal management for facility; monitors the Center's budget, and assists with department budget planning.

**ESSENTIAL DUTIES INCLUDE:** Oversight of all Adult Community Center operations. Responsible for the daily operation of the facility, and ensure the safety of patrons and the general public. Plan, establish, promote, direct, monitor and maintain Adult Community Center programs and activities. Prepare program and event materials. Manage all financial affairs of the Adult Community Center. Develop and monitor the Center's budget, and assist with department budget planning. Apply appropriate accounting system for monitoring and tracking revenues and expenditures, and evaluating quarterly financial reviews. Develop and implement policies for receiving program or activity fees, and monitor payment processing. Research, write and prepare grant applications. Administer and ensure proper management of grant applications, implementation and close-out; develop and secure funding through grants, co-sponsorship, and individual donations. Represent the Adult Community Center to councils, commissions, the community, service groups, and a variety of outside organizations and agencies. Recruit, supervise, train, and instruct staff and volunteers. Ensure adequate inventory of food and product is maintained to meet the needs of the meal program. Ensure equipment, storage, food preparation, serving, and dining areas are maintained in a safe and sanitary manner, and in compliance with mandated health standards. Provide back-up meal preparation assistance to ensure service of daily weekday meal program. Oversee and coordinate facility rentals, scheduling events and activities. Provide excellent customer service.

**MANDATORY REQUIREMENTS:** Broad knowledge of the principles, practices, and philosophy of Community Services Management's current methods and principles. Advanced knowledge of business administration, volunteer and community involvement programs. Equivalent to a four-year university education in business management, or closely related field and over seven years related experience, or satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties. General knowledge of municipal government operations and public relations principles. Knowledge of word processing and spreadsheet software. Must have the ability to communicate effectively, both orally and in writing. Ability to develop and monitor a program budget. Must possess working knowledge of methods of preparing food for large groups, including menu planning, purchasing, and record keeping for institutional kitchen operations. Must have knowledge of state health standards for institutional food preparation and sanitation methods. Ability to train and assist kitchen staff and volunteers, and communicate effectively with management, elected officials, the general public. Must display excellent interpersonal skills, and ability to coach, mentor, evaluate, and discipline staff. Ability to work independently, with good judgment and political sensitivity. Must have excellent organizational skills and must be able to multi-task. Must be able to perform all of the essential duties of the position under only general guidance. Requires the ability to work cooperatively with senior citizens and convey a positive image of the City.

**SPECIAL REQUIREMENTS/LICENSES:** Possess and maintain valid Oregon Driver's License. Possess and maintain valid Oregon Food Handlers Card.

**DESIRABLE SKILLS/QUALIFICATIONS:** Food Protection Manager certification. Knowledge of specific word processing and spreadsheet applications and software utilized within the Center. Previous experience with direct public contact and municipal community centers.

#### **PHYSICAL DEMANDS OF THE POSITION**

Requires general arm, hand, leg, and body coordination to use standard and large kitchen equipment. Working environment requires physical ability to stand for extended periods of time, stoop, ability to reach and manipulate objects, and continuously lift items weighing between 20 and 30 pounds. Incumbent must be able to periodically lift objects weighing up to 50 pounds. Requires ability to handle hot materials. Requires sufficient hand coordination to use kitchen utensils and equipment. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment.

#### **WORKING CONDITIONS**

The noise level in the work areas are typical of most community centers and commercial kitchens, with telephones, personal interruptions, and background noises. Kitchen exposure to wide temperature extremes, and/or humid conditions.

#### **APPLICATION AND SELECTION PROCESSES**

To apply, submit a completed City Application and cover letter to the Human Resource Department on or before the closing date. Application materials must be received by the Human Resources Department by 5 pm on the closing date. Electronic and faxed copies are accepted with a signature. Application materials will be used to select the top candidates. Those selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be asked to complete a satisfactory pre-employment criminal history background check.

#### **CITY APPLICATION**

A City Application can be found online at [www.sherwoodoregon.gov/hr](http://www.sherwoodoregon.gov/hr) under Forms, or may be requested by mail by calling Human Resources at (503) 625-4201.

#### **BENEFITS**

The City of Sherwood offers eligible part-time staff the following benefits programs: paid time off (vacation); paid sick leave; group health insurance for employees and their dependents; flexible spending accounts;

Public Employees Retirement System (PERS); 457 deferred compensation plan; optional direct deposit; credit union membership; and a discounted Sherwood YMCA membership.

### **VETERANS' PREFERENCE**

It is the policy of the City of Sherwood to grant hiring and promotion preference to qualified veterans and disabled veterans in accordance with ORS 408.230, at each stage of the application and interview process. To claim veterans' preference in promotion, please complete the Veterans' Preference form provided with the City Application packet, and submit it with the required documentation at the time of application.

### **NOTIFICATION**

Applicants that are not selected will be notified by phone, email, or letter once the position has been filled.

### **EQUAL OPPORTUNITY EMPLOYER**

We are an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Sherwood provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 625-4201.